

*Northampton School of Dance*  
Studio Policies and Procedures  
2017-2018

**Tuition**

Monthly tuition is due in full by the first of every month. If tuition is not paid by this time a \$15.00 late fee will be charged. Late fees are STRICTLY enforced. A \$25.00 fee will be charged on all returned checks. Tuition is not adjusted because of unattended lessons. Tuition is non-refundable. Please make checks payable to the Northampton School of Dance or NSD. You can choose to pay a per class fee instead of the monthly tuition. 45-Minute and hour long classes are \$15 each and hour and a half long classes are \$20 each. Pricing is based in a monthly, per class, per family basis. If you have more than one child, then the discount is applied per class, not per child.

| Length of Class    | Monthly Fee | Number of Classes | Multiple Class Discount                         |
|--------------------|-------------|-------------------|---|
| 30 Minutes         | \$38        |                   |   |
| 45 Minutes         | \$40        | 1                 | Full Price                                      |
| 1 Hour             | \$42        | 2                 | Subtract \$5 from Total                         |
| 1 Hour, 30 Minutes | \$60        | 3                 | Subtract \$10 from Total                        |
|                    |             | 4                 | Subtract \$20 from Total                        |
|                    |             | 5                 | Subtract \$30 from Total                        |
|                    |             | 6                 | Subtract \$50 from Total                        |
|                    |             | > 6               | <b>All additional classes after 6 are FREE!</b> |

**Drop Policy**

Tuition is non-refundable. Students may opt to take another class to fulfill the already paid tuition.

**Placement**

- Classes are arranged for students based on age and ability. During the year, students may be transferred to other classes if it is necessary and in the best interest of the student. Many factors are considered in determining placement of a student. We place students into the next level based on ability, attitude, consistency in work and physical and emotional readiness.
- All students enrolling in the Lil' Tykes classes should be potty trained.
- Ballet classes are recommended for all students, since jazz and tap is based on understanding the steps and terms introduced through ballet. Ballet classes are mandatory for all company team members.
- NSD Company placement is by audition and approval of the individual instructor only.

**Class Dates**

Classes will begin Tuesday, September 5. NSD will be closed Tuesday, October 31, November 22 – 25, December 22 – January 1, February 19 – 24, April 16 – 21, and May 28 to coincide with school vacations. Monday holidays are not typically observed at NSD with the exception of Labor Day and Memorial Day.

**Class Cancellation**

Please call the studio line (413) 582-7099, during the winter months to determine if classes have been cancelled. Class cancellations will be made by 3pm. We will also send out emails notifying you of cancellation and post it on our facebook page. **If the studio closes, dancers will be allowed to make up their missed class(es) in a class of the same ability level.**

**\*REMEMBER**

No gum is allowed in the studio. Please remove jewelry before dance class. Remove your street shoes before entering the dance studio, and always take dance shoes off before going outside. Dance shoes should not be worn outside on concrete.

*Northampton School of Dance*  
Studio Policies and Procedures  
2017-2018

Class Attire

**Ballet/Pointe**

Pink tights, any color leotard, pink canvas ballet slippers (or pointe shoes), skirts or shorts are allowed, boys wear black tights/pants, white t-shirts, white socks, white ballet slippers, and a dance belt.

**Jazz/Lyrical/Modern/Turns & Leaps/Cheer & Dance**

Tan tights, leotards, spandex pants or shorts, tank tops, t-shirts, jazz shoes, foot undeez, or bare feet.

**Tap/Hip-Hop/Irish Step**

Any comfortable attire that does not prohibit movement, no jeans are allowed. For Tap: an Oxford-style (lace-up) tap shoe is recommended.

**Acrobatics**

Leotards with dance shorts or biketards, tank tops/tees, no jeans are allowed, bare feet.

**Remember that there should be no loose clothing, hair should be pulled back away from the face, and there is to be no jewelry worn during any class.**

Pick up/Drop off

Parents must pick up students in the waiting room and NOT outside the building.

Class Visitation

Parents and visitors are not allowed in the classroom with student to observe class other than during the scheduled visitation weeks. The presence of either party is a distraction to the students during class. The visitation weeks will be held every other month and the dates will be as follows: October 16 – 21, December 11 – 16, February 12 – 17 and April 9 – 14. It is important for parents to see their child's work, however please try not to distract your child or the class.

Injuries

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Class Absence

Please call the studio if your child will be absent from class. Makeup classes are available. Inquire with your instructor.

Photo Release

The school is hereby granted permissions to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name. If you have a problem with this, please let us know.

Performances

A recital will be held in June of 2018. Participation in the recital is not required but recommended. To participate in the recital the student will have to purchase a costume(s). We will do our best to select acceptable costumes at reasonable prices. Costume prices typically range from \$50 to \$100 with costumes at the higher end of the estimated cost scale usually being adult sizes. Most of the costumes require some type of "assembly" which consists of a small amount of sewing (straps, buttons, etc...). We will collect costume deposits throughout the year before costumes are ordered. **The first \$25 per costume deposit will be due by September 30, the second \$25 per costume deposit will be due by November 30 and the balance (if any) will be due by March 1.** If your child will not be participating in the recital, please let us know BEFORE costumes are ordered. There will be no refunds on costumes after they are ordered and costumes must be paid in full before they are ordered. There will also be a Winter Concert in January of 2018 and NSD company members will be participating in various competitions and performances throughout the year.

*Northampton School of Dance*  
Studio Policies and Procedures  
2017-2018

Lost and Found

Please write your child's name in each shoe and dance item including bags, jackets and sweatshirts. Lost and Found is located in a bin in the blue room.

I have read and understand the above policies and procedures and agree to abide by them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature of Parent or Adult Student